**Great Lakes Career Ready Paid Internship Program Application Questions**

**Section 1: General Information**

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| --- | --- |
| Organization Name: | Click here to enter text. |
| Contact Name: | Click here to enter text. |
| Contact Title: | Click here to enter text. |
| Organization Website: | Click here to enter text. |
| Mailing Address: Street  City, State, Zip | Click here to enter text. |
| Phone: | Click here to enter text. |
| Email: | Click here to enter text. |
| Are you a graduate of Augsburg College? | Yes  No |
| Has your organization employed Augsburg interns before? | Yes  No |
| Organization Type: | For Profit  Not for Profit  College/University |
| How many intern positions are available at your organization for: | Spring 2016: Click here to enter text.  Summer 2016: Click here to enter text.  Fall 2016: |

**Section 2: Internship Information  
\* If you have more than one internship position, please complete a separate sheet for each.**

|  |  |
| --- | --- |
| Internship Position Title: | Click here to enter text. |
| Industry: | Click here to enter text. |
| Augsburg Major(s) targeted: | Click here to enter text. |
| Have you hired an Augsburg intern in this position before? | Yes  No |
| Preferred Internship timeframe: | Spring 2016  Summer 2016  Fall 2016 |
| Please indicate which statement applies to your internship: | I would like to convert an unpaid internship to paid  I would like to create a new, paid internship |
| Would this opportunity replace a currently paid internship: | Yes  No |
| Proposed number of hours per week: | Click here to enter text. |
| Proposed hourly wage (Augsburg reserves the right to determine final rate): | $\_\_\_\_\_\_\_\_ per hour |
| What type of internship? | For Credit  Not for credit  No preference |

**Section 2 Continued: Internship Information  
\* If you have more than one internship position, please complete a separate sheet for each.**

|  |  |
| --- | --- |
| **Position Description:** | Click here to enter text. |
| **Skills, experience, qualifications desired:** | Click here to enter text. |

**Section 3: Employer Agreement & Signature**

* I will ensure that the internship provides significant work projects with no more than 20% of work on administrative tasks.
* I agree to adhere to the Fair Labor Standards Act (<http://www.dol.gov/whd/flsa/>).
* I agree to provide supervision and track hours worked by the intern.
* I agree to fill out and return the evaluation materials sent to me by Augsburg College.
* Schedule willing, I, or a representative from my company, will attend Augsburg’s year-end intern and employer reception.
* I agree to pay 25% of the total wages earned by the intern(s) at my organization.
* I agree to pay the applicable FICA costs when invoiced by Augsburg College (summer internships only).

Employer (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer (sign): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact:**Keith Munson Director, Career & Internship Services Sandy Titlon, Coordinator   
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